



# APC Quarterly Newsletter

Volume XI

November 2013

## Table of Contents

- [Save the Date! APC Quarterly Meeting](#)
- [Agency of the Quarter](#)
- [New Training Webinars Posted on CCSC Web site](#)
- [Score Cards](#)
- [CCSC Accolades](#)
- [Message from CCSC Program Manager](#)
- [GSA SMARTPAY® SMART BULLETIN No. 021](#)
- [APC Annual Purchase Card Program Review Form Due December 16, 2013](#)
- [Reminder for LAPC Quarterly Reviews and APC Certification Checklists](#)
- [Dates for Cardholder Account Suspensions and Suspension Lifts](#)
- [CCSC FY14 Schedule of Activities](#)

## Calendar of Events

November 2013	December 2013	January 2014
8th: Cardholder Suspensions (Postponed)	9th: Cardholder Suspensions	8th: Cardholder Suspensions
11th: Veteran's Day (Government Closed)	10th and 23rd: Cardholder Suspension Lifts	9th and 23th: Cardholder Suspension Lifts
11th and 22nd: Cardholder Suspension Lifts	25th: Christmas Day (Government Closed)	20th: Martin Luther King Jr. Birthday (Government Closed)
28th: Thanksgiving (Government Closed)		

## Save the Date! APC Quarterly Meeting

The CCSC will hold the next APC Quarterly Meeting on **Thursday, January 23, 2014**.

All APCs are invited to join in this discussion with the CCSC team, via phone or in person.

Your feedback and attendance are vital to the success of the program. We look forward to this discussion and please contact us via the [CCSC Inbox](#) with any talking points your agency specifically wants to cover.

The tentative date for the Q3 APC Quarterly Meeting will be in **April 2014**.

The CCSC Team would like to thank all charge card program participants for all of your continued hard work, contributions, and accomplishments. If you have any questions, please send an e-mail to the [CCSC Inbox](#).



## Agency of the Quarter

The Charge Card Service Center is pleased to congratulate the **Agency of the Quarter for Q4 FY13, [Food Safety and Inspection Services](#)** and Janet Elm (FSIS APC). Please see figure 1, showing their outstanding metrics.

The **Q4 FY13 Honorable Mention** agency is [Rural Development](#) and Ondray James (RD APC). Congratulations!



Q4 FY13		
Food Safety and Inspection Services (FSIS)		
	Q3-2013	Q4-2013
Convenience Checks Usage	0.00%	0.00%
Transactions Final Approved within 60 days	99.67%	99.55%
	Q4-2012	Q4-2013
Spend Increase	\$1,686,601	\$2,139,475

Figure 1. Agency of Quarter Metrics

## New Training Webinars Posted on CCSC Web site

In September, 2013, the CCSC presented three new training modules to the APCs. The topics were generated based on need and questions from the community.

The trainings are now housed on the CCSC Web site. The training is not mandatory, but can be viewed as reference material to the Charge Card Program. Please visit the links listed to see both video and PDF versions of the modules.

If you have any topics you would like the CCSC to present in the future, please contact the [CCSC Inbox](#). While the CCSC cannot accommodate all requests, the CCSC will take into consideration those topics that benefit the most agencies and users.

Training Module	Video	PDF
Access Online Reporting for the Purchase Card Program	<a href="#">[Windows Media Player]</a>	<a href="#">[PDF]</a>
How to Complete Purchase Card Applications and Hierarchy Setup and Maintenance Forms	<a href="#">[Windows Media Player]</a>	<a href="#">[PDF]</a>
Purchase Card Suspension Training	<a href="#">[Windows Media Player]</a>	<a href="#">[PDF]</a>

## Score Cards

### Green Purchasing Program Score Card

The CCSC is providing you with a Green Purchasing Program (GPP) Score Card (refer to figure 2, on [page 4](#)) that shows how many green transactions each agency made in Q4 FY13. The score card also compares each agency's green transaction totals to overall transaction totals for the quarter. The agencies highlighted in green had a variance over 1%, which means over 1% of their total transactions made were green purchases.

The CCSC also created a GPP Score Card (refer to figure 3, on [page 5](#)) that shows the year-end totals for all green purchases made throughout the year, by agency.



### Convenience Check Score Card

As a reminder and in accordance with the [AGAR ADVISORY No. 52](#), agencies and cardholders may not use convenience checks for purchases or payments unless there is an applicable electronic funds waiver number that allows such use. Refer to the Code of Federal Regulations (CFR), Part 208—Management of Federal Agency Disbursements, Section 208.4 Waivers ([31 CFR 208.4](#)) for details on the waivers.

Agencies are expected to significantly reduce, and to eventually eliminate, the use of convenience checks. Agencies are also expected to sharply reduce their number of authorized check writers and check stock, eventually eliminating this duty altogether.

APCs/LAPCs shall advise their cardholders that convenience checks may not be used to make purchases or payments absent an applicable waiver. LAPCs must review cardholders' authorization to have checks and shall cancel check-writing authorizations of cardholders who do not purchase supplies or services in the scope of authorized agency waivers. They must also collect, record, and destroy unneeded blank check stocks. APCs/LAPCs shall develop procedures to eliminate convenience checks pursuant to AGAR Advisory No. 52. Agencies shall continue to explore alternative payment methods for categories of transactions covered by waivers.

Figure 4, [page 6](#), the **To Reduce Use by 25%, Check # Threshold** column displays the maximum number of checks an agency can use to stay within their 25% reduction rate. The 25% reduction is based off of the FY12's total number of checks used by the agency.

The CCSC would like to congratulate the following agencies who reduced their convenience check usage by 25%: OSEC, RMA, NRCS, ERS, NIFA, DM, and OASCR.



### Convenience Check Usage by Agency

In addition, the CCSC provides you with monthly convenience checks metrics by Agency (refer to figures 5-6, on [page 7](#)). The CCSC uses these statistics to track and monitor the checks usage to ensure that the annual reduction goal of 25% is being met.

## Green Purchasing Program Score Card Q4 FY13

Department Name	Agency Name	Agency Number	Total # Transactions	Total \$ Transactions Amount	Total # Green Transactions	Total \$ Green Transactions Amount	% Variance in # Transactions	% Variance \$ Transactions Amount
MRP	AMS	02	3,836	\$1,071,962.54	106	\$13,165.85	2.76%	1.23%
	APHIS	34	23,053	\$8,248,658.93	255	\$51,592.90	1.11%	0.63%
	GIPSA	36	1,153	\$354,454.61	10	\$714.09	0.87%	0.20%
	ARS	03	52,016	\$32,490,339.78	612	\$243,961.37	1.18%	0.75%
REE	ERS	18	217	\$157,277.10	-	-	0.00%	0.00%
	NASS	20	1,132	\$466,415.50	50	\$22,761.39	4.42%	4.88%
	NIFA	22	247	\$157,469.99	2	\$146.37	0.81%	0.09%
	OS	01	164	\$85,965.04	-	-	0.00%	0.00%
DM	OAQ	06	56	\$86,534.17	-	-	0.00%	0.00%
	OC	13	141	\$170,690.67	-	-	0.00%	0.00%
	OCE	38	58	\$50,835.45	-	-	0.00%	0.00%
	NAD	39	195	\$72,056.49	-	-	0.00%	0.00%
	OBPA	42	14	\$28,280.63	-	-	0.00%	0.00%
	OES	63	78	\$6,853.41	-	-	0.00%	0.00%
	OCIO	64	1,316	\$754,466.47	1	\$3,997.00	0.08%	0.53%
	HL	72	80	\$43,808.33	-	-	0.00%	0.00%
	DM	75	990	\$845,053.71	-	-	0.00%	0.00%
	OASCR	84	74	\$75,440.97	-	-	0.00%	0.00%
FFAS	OCFO	90	532	\$558,886.23	-	-	0.00%	0.00%
	RMA	08	486	\$200,718.26	4	\$470.00	0.82%	0.23%
	FAS	10	1,000	\$574,078.82	5	\$550.30	0.50%	0.10%
	FSA FA	57	2,656	\$1,210,092.73	112	\$112,320.45	4.22%	9.28%
FS	FSA CE	97	14,032	\$4,817,921.35	2,287	\$472,454.60	16.30%	9.81%
	FS	11	173,867	\$87,831,896.08	605	\$286,560.83	0.35%	0.33%
	OGC	14	373	\$189,577.94	11	\$890.24	2.95%	0.47%
	NRCS	16	15,605	\$7,195,037.36	1,065	\$346,477.44	6.82%	4.82%
RD	RD	07	5,021	\$2,059,556.47	268	\$102,589.82	5.34%	4.98%
	FSIS	37	2,640	\$2,139,475.49	48	\$20,952.20	1.82%	0.98%
FNS	FNS	30	1,892	\$1,670,079.19	100	\$48,559.54	5.29%	2.91%
OIG	OIG	23	669	\$503,033.31	-	-	0.00%	0.00%
Total			303,593	\$154,116,917.02	5,541	\$1,728,164.39	1.83%	1.12%

Figure 2. Green Purchasing Program Score Card Q4 FY13

## Green Purchasing Program Score Card FY13

Department Name	Agency Name	Agency Number	Total # Transactions	Total \$ Transactions Amount	Total # Green Transactions	Total \$ Green Transactions Amount	% Variance in # Transactions	% Variance \$ Transactions Amount
MRP	AMS	02	17,023	\$4,063,260.27	171	\$22,718.81	1.00%	0.56%
	APHIS	34	91,923	\$24,102,806.55	878	\$162,501.05	0.96%	0.67%
	GPSA	36	4,524	\$964,915.97	42	\$6,255.50	0.93%	0.65%
REE	ARS	03	206,634	\$95,352,962.31	2,057	\$750,608.34	1.00%	0.79%
	ERS	18	765	\$597,275.84	3	\$721.48	0.39%	0.12%
	NASS	20	5,397	\$1,622,419.72	98	\$36,723.20	1.82%	2.26%
	NIFA	22	993	\$459,934.11	6	\$1,994.01	0.60%	0.43%
	OS	01	626	\$193,615.47	-	-	0.00%	0.00%
DM	OAQ	06	229	\$115,046.76	-	-	0.00%	0.00%
	OC	13	611	\$400,734.50	-	-	0.00%	0.00%
	OCE	38	226	\$114,213.80	-	-	0.00%	0.00%
	NAD	39	689	\$177,911.69	-	-	0.00%	0.00%
	OBPA	42	84	\$57,909.46	-	-	0.00%	0.00%
	OES	63	164	\$19,146.83	-	-	0.00%	0.00%
	OCIO	64	5,108	\$2,041,359.66	1	\$3,997.00	0.02%	0.20%
	HL	72	383	\$121,918.81	-	-	0.00%	0.00%
	DM	75	3,643	\$2,544,746.81	2	\$1,695.34	0.05%	0.07%
	OASCR	84	289	\$165,495.14	-	-	0.00%	0.00%
FFAS	OCFO	90	2,116	\$1,138,293.34	-	-	0.00%	0.00%
	RMA	08	1,897	\$423,806.27	11	\$958.80	0.58%	0.23%
	FAS	10	3,889	\$1,268,516.23	9	\$1,133.36	0.23%	0.09%
	FSA FA	57	12,847	\$4,009,338.98	176	\$143,654.34	1.37%	3.58%
	FSA CE	97	69,904	\$9,817,945.54	3,109	\$601,535.38	4.45%	6.13%
	FS	11	539,630	\$202,285,226.20	1,511	\$517,816.30	0.28%	0.26%
	OGC	14	1,747	\$418,426.08	24	\$2,778.46	1.37%	0.66%
	NRCS	16	59,590	\$18,204,174.54	2,591	\$658,713.77	4.35%	3.62%
	RD	07	20,801	\$4,503,758.87	527	\$185,164.15	2.53%	4.11%
	FSIS	37	10,359	\$5,154,737.43	81	\$34,727.91	0.78%	0.67%
FNS	FNS	30	9,702	\$3,651,631.21	232	\$107,065.26	2.39%	2.93%
OIG	OIG	23	1,989	\$1,417,010.57	-	-	0.00%	0.00%
Total			1,073,782	\$385,408,538.96	11,529	\$3,240,762.46	1.07%	0.84%

Figure 3. Green Purchasing Program Score Card FY13

## Convenience Check Score Card FY13

Agency	# Checks FY12	\$ Checks FY12	# Checks FY13 YTD	\$ Checks FY13 YTD	# Variance FY12-FY13 YTD	\$ Variance FY12-FY13 YTD	To Reduce Use by 25%, Check # Threshold
01 - OSEC	9	\$9,768.80	3	\$4,250.00	66.67%	56.49%	7
03 - ARS	4,219	\$2,649,376.66	3,942	\$2,186,928.20	6.57%	17.45%	3164
07- RD	155	\$45,178.39	130	\$39,101.10	16.13%	13.45%	116
08 - RMA	27	\$14,936.12	18	\$5,256.66	33.33%	64.81%	20
10 - FAS	169	\$161,241.85	224	\$113,477.52	-32.54%	29.62%	126
11 - FS	21,982	\$16,106,653.66	19,651	\$14,663,243.46	10.60%	8.96%	16,486
16 - NRCS	-	\$0.00	52	\$0.00	0.00%	0.00%	0
18 - ERS	74	\$43,675.25	34	\$13,508.18	54.05%	69.07%	56
20 - NASS	435	\$103,142.81	361	\$84,488.55	17.01%	18.09%	326
22 - NIFA	327	\$199,272.16	22	\$7,216.61	93.27%	96.38%	245
57 - FSA-FA	327	\$86,791.94	393	\$121,228.59	-20.18%	-39.68%	245
64 - OCIO	214	\$12,896.83	258	\$17,178.87	-20.56%	-33.20%	160
75 - DM	28	\$14,057.02	4	\$18,841.77	85.71%	-34.04%	21
84 - OASCR	2	\$330.00	1	\$3,000.00	50.00%	-809.09%	1
97 - FSA-CE	4,412	\$891,841.93	3,569	\$728,252.46	19.11%	18.34%	3,309
<b>Total</b>	<b>32,380</b>	<b>\$20,339,163.42</b>	<b>28,662</b>	<b>\$18,005,971.97</b>	<b>11.48%</b>	<b>11.47%</b>	<b>24,285</b>

Figure 4. Convenience Check Score Card FY13

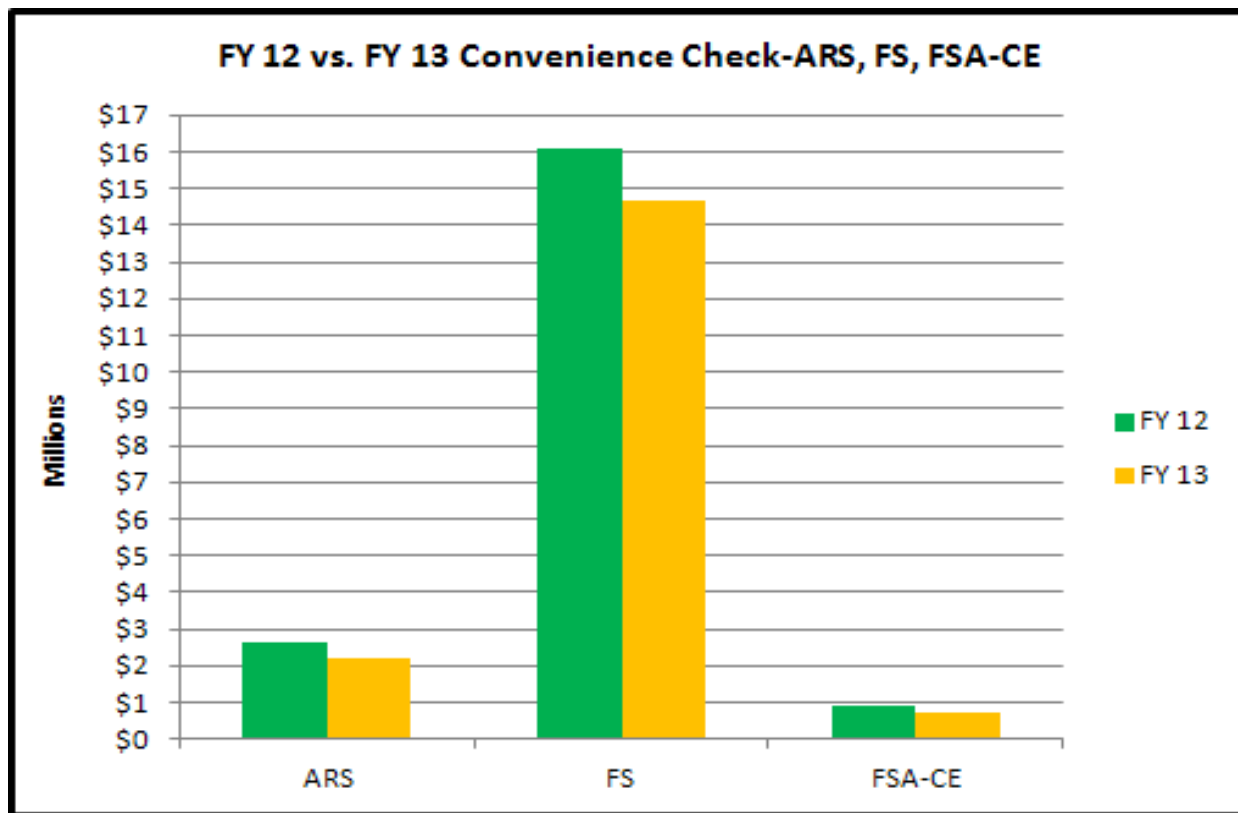


Figure 5. Convenience Check Usage ARS, FS, FSA-CE FY13

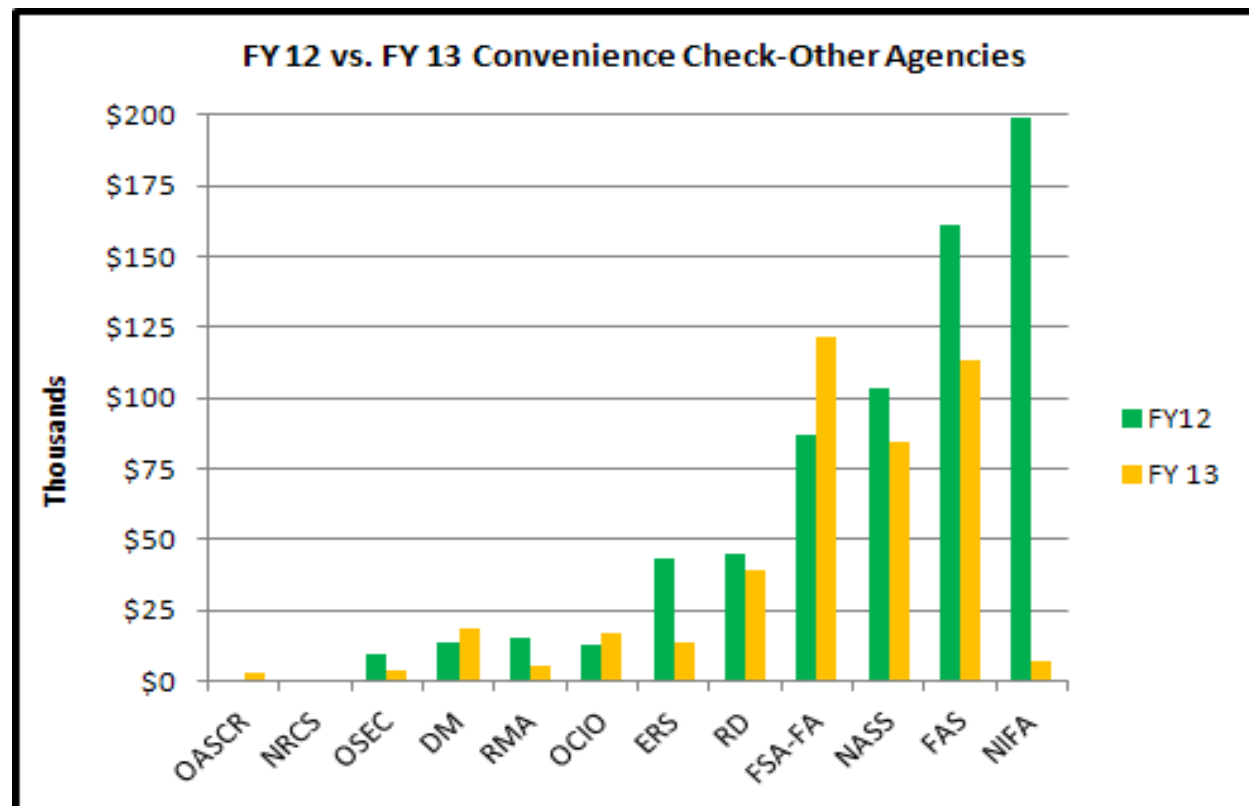


Figure 6. Convenience Check Usage for All Other Agencies FY13



## CCSC Accolades for FY13



↓ 93%



### Largest Reduction in Use of Convenience Checks

The agency that reduced their use of convenience checks the most in FY13 was the **National Institute of Food and Agriculture (NIFA)**, with APCs Angelia Fleming-Loggie and Michael Barnes (A). NIFA reduced their convenience check use by over 93% from writing 322 checks in FY12 to only 22 checks in FY13. Keep up the great work!

### Dormant Cards List Report

The CCSC would like to recognize the following divisions who did not appear on the CCSC Dormant Card List Report for FY13: Office of the Secretary (OSEC), Office of Advocacy and Outreach (AO), Office of General Counsel (OGC), Office of the Chief Economist (OCE), National Appeals Division (NAD), Office of the Executive Secretary (OES), and Homeland Security (HL). Reduction and/or termination of dormant cards can help reduce fraud, misuse, and abuse.



### Largest Percentage of Green Purchases

The agency that had the largest percentage of Green Purchases in FY13 was Farm Service Agency County Extensions (FSA CE), with APCs LaVerne Walker and Sheryl Welch. Out of the total number of transactions FSA CE made in FY13, **4.45% were green**. Good job and thank you for leading the green purchasing initiative!

The CCSC would also like to recognize the following agencies who had at least 1% of their total transactions made in FY13 deemed green: Agricultural Marketing Service (AMS), Agricultural Research Service (ARS), National Institute of Food and Agriculture (NIFA), Farm Service Agency (FSA FA), Office of General Council (OGC), National Resource Conservation Service (NRCS), Rural Development (RD), and Food and Nutrition Service (FNS).

### Message from the CCSC Program Manager

APCs,

I cannot believe how quickly another fiscal year has come and gone. This last year was especially rewarding. I feel like the CCSC has gotten back on track with the APC and community in several areas of importance. I would like to thank each and every APC/LAPC for the hard work and team leadership you showed through our many requests, audits, and reports.

Some of the major accomplishments you helped implement and support were:

- A-123 Auditing
- Five New Oversight Support Initiatives
- Attendance and Feedback on Training
- Reducing Convenience Check Usage.

On behalf of the CCSC Staff and myself I want to let you know we could not have done most of these activities without your help and feedback.

Thanks,  
Phil

**THANK YOU**



## GSA SmartPay® Smart Bulletin No. 021

The CCSC sent an e-mail on September 13, 2013, that communicated that the OMB had released the memo (M-13-21) for Public Law 112-194 - The Government Charge Card Abuse Prevention Act. Attached in the e-mail was a copy of the OMB Memo and the Smart Bulletin outlining the key points found within the Memo and PL 112-194 for agencies to consider when examining agency practices against the requirements of PL 112-194. Below is an excerpt from [GSA SmartPay Smart Bulletin No. 021](#).

If you have any questions or comments regarding this Smart Bulletin, please contact OCCM at 703-605-2808 or via e-mail at: [gsa\\_smartpay@gsa.gov](mailto:gsa_smartpay@gsa.gov).

September 6, 2013

### U.S. GENERAL SERVICES ADMINISTRATION FEDERAL ACQUISITION SERVICE SMART BULLETIN NO. 021

#### OMB Memorandum M-13-21 and Charge Card Compliance Summary

#### EFFECTIVE DATE:

This Smart Bulletin becomes effective upon issuance and shall remain in force until modified or rescinded.

#### BUSINESS LINE(S) AFFECTED:

Purchase, Travel, Integrated

#### INTRODUCTION:

The purpose of this Smart Bulletin is to provide a summary of the requirements contained in OMB Memorandum M-13-21 and to provide agency/organization program coordinators with a copy of the compliance summary document addressed in the memorandum.

#### SUMMARY:

On October 5, 2012, Public Law (P.L.) 112-194 entitled the Government Charge Card Abuse Prevention Act of 2012 was signed into law. The Act reinforces Administration efforts to improve the management of government charge card programs. The Act also requires that the Office of Management and Budget (OMB) review existing guidance and, as necessary, prescribe additional guidance governing the implementation of requirements contained in the Act.

On September 6, 2013, OMB issued Memorandum M-13-21 which provides supplemental guidance to OMB Circular A-123, Appendix B in the following areas: required safeguards and internal controls; reports on purchase card<sup>1</sup> and integrated card violations (purchase transactions only); and Inspector General (IG) risk assessments and audits. The chart below outlines the reporting requirements reflected...

View the entire bulletin [Smart Bulletin No.21](#)

## APC Annual Purchase Card Program Review Form Due December 16, 2013

For the FY13 period, APCs are to complete and sign the [APC Annual Purchase Card Program Review](#) form to certify that they have received all of the LAPC checklists for the year and also to report any findings/discrepancies that occurred throughout the year.

APCs should e-mail their completed *APC Annual Purchase Card Program Review* form to the CCSC by **Monday, December 16, 2013**. The 4<sup>th</sup> Quarter *APC Certification of LAPC Review* form (or any other *APC Certification of LAPC Review*) cannot be used in place of the *APC Annual Purchase Card Program Review*. For the *APC Annual Purchase Card Program Review* form to be valid you must sign and date the form.

## Reminder for LAPC Quarterly Reviews and APC Certification Checklists

This is a reminder that *LAPC Quarterly Review Checklists* for July 1–September 30, 2013, are due to APCs by November 29, 2013. The *APC Certification of LAPC Quarterly Reviews* of all *LAPC Quarterly Review Checklists* is due to the CCSC by December 6, 2013. If you have any further questions on this process please send an e-mail to the [CCSC Inbox](#).

Quarter Reviewed:	For the Months of:	Due Date to APC:	Due Date to the CCSC:
<b>Q4 FY13</b>	<b>July – September</b>	<b>November 29, 2013</b>	<b>December 6, 2013</b>
Q1 FY14	October – December	February 28, 2014	March 7, 2014
Q2 FY14	January – March	May 30, 2014	June 9, 2014
Q3 FY14	April – June	August 29, 2014	September 8, 2014
Q4 FY14	July – September	November 28, 2014	December 8, 2014

## New FY14 Dates for Cardholder Account Suspensions and Suspension Lifts

On September 13, 2013, a communication was sent via e-mail to Purchase Coordinators outlining the new dates for suspension and suspension lifts for FY14. If you have any questions on this process, please send an e-mail to the CCSC at the [CCSC Inbox](#).

Notification of Suspension	Cardholder Suspension	1 <sup>st</sup> Suspension Lift	2 <sup>nd</sup> Suspension Lift
September 16, 2013	<del>October 8, 2013</del>	October 23, 2013	November 11, 2013
<del>October 15, 2013</del>	<del>November 8, 2013</del>	November 22, 2013	December 10, 2013
November 15, 2013	December 9, 2013	December 23, 2013	January 9, 2014
December 15, 2013	January 8, 2014	January 23, 2014	February 11, 2014
January 15, 2014	February 10, 2014	February 24, 2014	March 11, 2014
February 14, 2014	March 10, 2014	March 24, 2014	April 9, 2014
March 14, 2014	April 8, 2014	April 23, 2014	May 9, 2014
April 15, 2014	May 8, 2014	May 23, 2014	June 10, 2014
May 15, 2014	June 9, 2014	June 23, 2014	July 9, 2014
June 16, 2014	July 8, 2014	July 23, 2014	August 11, 2014
July 15, 2014	August 8, 2014	August 22, 2014	September 9, 2014
August 15, 2014	September 8, 2014	September 23, 2014	October 9, 2014

## CCSC FY14 Schedule of Activities

The CCSC sent out a communication on Wednesday, November 6, 2013 that included a calendar of activities the CCSC has tentatively planned for FY14.

Please reference the flyer as needed, and pass it along to other team members who would benefit from the information as well. If you have any suggestions please contact the [CCSC Inbox](#).

# November 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7 APC Quarterly Meeting	8 Cardholder Suspensions (Postponed)	9
10	11 Suspension Lifts	12	13	14	15	16
17	18	19	20	21	22 Suspension Lifts	23
24	25	26	27	28 Thanksgiving (Government Closed)	29	30



USDA Departmental Management  
Charge Card Service Center  
Reporter's Building  
Washington, DC 20024

The CCSC welcomes your feedback. Please send us an e-mail at the [CCSC Inbox](#) about ways we can improve the newsletter, with topics you would like included in upcoming newsletters, and/or questions you may have. Thank you!